



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 604.2

Job Title: **SENIOR ASSISTANT CITY ATTORNEY II**

Pay Grade: 32

GENERAL SUMMARY:

Performs various complex legal services requiring extensive research and the application of analytical techniques and skills.

RESPONSIBILITIES:

- Prepares lawsuits for trial and acts as lead counsel in litigation.
- Conducts research on legal issues in filing/defending suits as well as issues developing after initial pleadings are filed.
- Researches complex legal issues.
- Drafts contracts, pleadings, legislation and documents related to difficult legal issues.
- Prepares notices of appeal, motions for new trials, briefs of evidence and related documents.
- Reviews opinions written by Assistant City Attorneys.
- Assists in training new attorneys and legal assistants.
- Advises City Council and departmental officials/employees on legal questions.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Doctor of Jurisprudence degree from an American Bar Association accredited college of law.

EXPERIENCE:

Four years of experience in the practice of general civil law or specialized municipal law are required.

License: Must be a member of the Texas State Bar.

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:

Errors in work lead to significant costs and problems, and may have minor impact on the short-term performance of the City. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required; e.g., problem-solving discussions regarding responsibilities, finance, or work flow or to facilitate service.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations and occasionally with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues that requires diplomacy; e.g., important contacts involving difficult matters of agreements, negotiations and controversies.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Legal Intern
Assistant City Attorney I
Assistant City Attorney II
Assistant City Attorney III
Senior Assistant City Attorney I
Senior Assistant City Attorney II
Senior Assistant City Attorney III
Senior Assistant City Attorney IV OR Senior Assistant City Attorney Division Chief
First Assistant City Attorney
Deputy City Attorney

Effective: October 1990

Revised: June 1995